

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
7620 S.W. Mohawk Street
Tualatin, OR 97062-8121

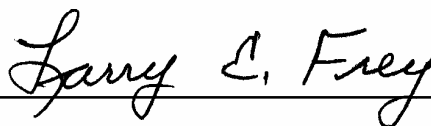
**Oregon Notice
GEN-108**

For: County Offices

FLP Administrative Appraisal Review Training

Approved By: State Executive Director

LEF:LEV:lv

**1 Overview****A Background**

It has been 4 years since Farm Loan Programs (FLP) has provided training on administrative appraisal reviews. Additionally, field employees have expressed an interest in receiving additional training or a refresher course on the subject and with recent new hires there is a need to provide the training.

B Purpose

This notice provides employees with the information necessary to make arrangements for attending the FLP administrative appraisal review training course.

2 Training Information**A Authorized Attendees**

Travel and per diem are authorized for the following participants:

Administrative Appraisal Review Training

Participant	Title
Andrew Schmidt	CED
Chris Kirby	Student Trainee
Dan Mast	FLM
Dax Borgaard	FLOT
Jared Lathrop	FLOT
Jennifer Simon	COT
Jon Mills	FLO

Disposal

July, 25, 2004
07-25-03

Distribution

STO, DD, COR, COC, COF - Including Farm Loan Programs

2 Training Information (Continued)

A Authorized Attendees (Continued)

Administrative Appraisal Review Training

Participant	Title
Katie Harty	FLOT
Krista McDowell	COT
Len Updike	COT
Nancy Thompson	FLM
Nathan Wilson	FLO
Rebecca Wolfe	FLOT
Sharilyn Hice	FLM
Suzanne Haynes	FLO
Stephen Boyles	CED
Karen Bloomdahl	FLO

If other individuals who have FLP responsibilities that are not listed and wish to attend the training course a formal request through their District Director should be submitted prior to Friday, August 8, 2003 and directed to Don Howard or Lynn Voigt. Space will be limited.

Currently, Washington, Nevada and Idaho will be participating in the training session.

B Dates and Location

The administrative appraisal review training will be held from 1:00 PM on Monday, September 22, 2003 through 4:30 PM on Wednesday, September 24, 2003. The location will be at the Sheraton Portland Airport Hotel in Portland, Oregon. The hotel address is 8235 Northeast Airport Way, Portland, Oregon 97220. See Exhibit 2, Hotel Map Location for further information regarding the hotel location.

Persons with disabilities who require accommodation to attend or participate in this training session should contact Marjorie Crooker at (503) 692-1973 Extension 232 (Voice) or Federal Relay Service at 1-800-877-8339 (TDD) or by email at marjoie.crooker@or.usda.gov by September 4, 2003.

For access to the Portland downtown area the Portland Light Rail (MAX) is available. See Exhibit 3 for further information.

C Reservation Information

Individuals should contact the hotel at 503-281-2500 or 1-800-808-9497 and let them know you are with the USDA-Farm Service Appraisal Training Session. The Per Diem rat for Portland is \$91 for lodging and \$42 for M & IE. Tax exempt forms are accepted; however, attendees need to bring their own forms.

The last date for making reservations is Friday, August 29, 2003.

2 Training Information (Continued)

D State Office Contacts

For hotel reservation problems please contact Pam Shelton at the state office. For information on training please contact Don Howard or Lynn Voigt.

Persons with disabilities who require accommodation to attend or participate in this training session should contact Marjorie Crooker in the state office.

E Training Material

Each participant should bring their own HP 12C calculator, notepad and highlighter. A training manual will be provided for each participant. If a participant needs a HP 12C calculator a request should be submitted to the Don Howard or Lynn Voigt.

All participants are encouraged to become familiar with the HP 12C calculator prior to the training session.

F Training Agenda

The training will start promptly at 1:00 PM on Monday, September 22, 2003 and end at 12:00 PM on Wednesday, September 24, 2003. See Exhibit 1, A-5 Administrative Appraisal Review FSA Course Outline.

Following the conclusion of the administrative appraisal review training course there will be an appraisal policy session for Oregon participants. The appraisal policy session will start at 1:00 PM on Wednesday, September 24, 2003 and end at 4:30 PM. The following issues will be discussed:

- Oregon 1-FLP State Amendment
- Administrative Appraisal Process
- Guaranteed Lender Appraisal Reviews
- Appraisal Requests
- Water Rights
- Other Issues

All Oregon participants will be expected to participate in the appraisal policy session.

A-5
ADMINISTRATIVE APPRAISAL REVIEW
FSA COURSE OUTLINE

DAY ONE

1:00-1:30	Registration Orientation
1:30-3:00	HP-12C Calculator/Functions of the Dollar
3:00-3:15	Break
3:15-4:00	Appraisal Concepts & Economic Principles
4:00-5:00	Valuation

DAY TWO

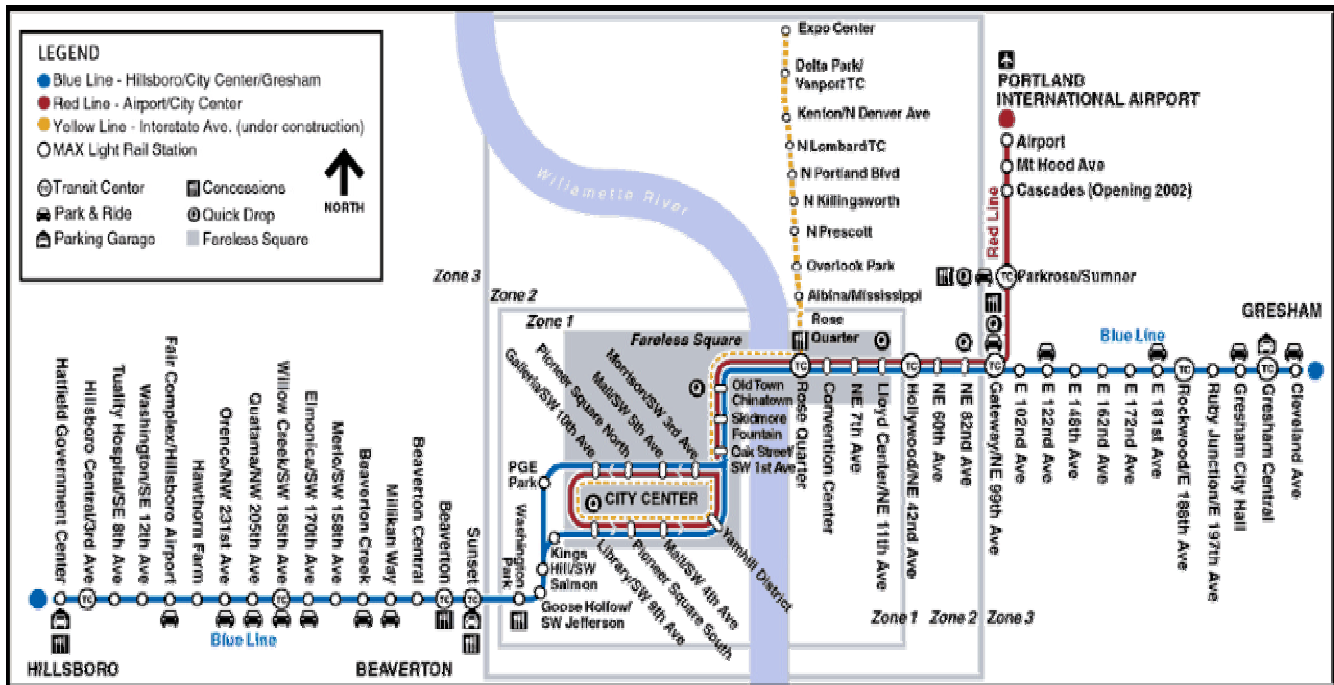
8:00-9:00	Is the Appraiser Qualified
9:00-9:45	Beginning an Administrative Appraisal Review
9:45-10:00	Break
10:00-11:00	Highest and Best Use Review
11:00-11:30	Sales Comparison Review
11 :30-12:30	Lunch
12:30-1 :00	Cost Approach Review
1:00-1:30	Income Approach Review
1 :30-2:00	Reconciliation, Value Conclusion Review & Certification
2:00-2:30	Reviewer's Conclusions
2:30-2:45	Break
2:45-3:00	Common Deficiencies Found In Appraisal Reports
3:00-5:00	Case Studies

DAY THREE

8:00-9:30	Case Studies
9:30-9:45	Break
9:45-11:45	Case Studies
11:45-12:00	Evaluations

A detailed map of the Portland, Oregon area, focusing on the northeast. The Columbia River is shown at the top. The map includes the Portland International Airport, the Portland Air National Guard Base, and the Colwood National Golf Course. Major highways like I-205 and I-5 are visible. A red pin marks the location of 8235 NE Airport Way, Portland, OR, 97220. The map also shows various streets and landmarks, including the Portland International Center and the NE Airport Way interchange.

Portland Light Rail (MAX) Map



Information regarding the Portland Light Rail (MAX) train schedule and fees can be obtained at the URL: <http://www.trimet.org/schedule/r100.htm>